Arizona Department of Transportation

Transportation Services Group
206 South Seventeenth Avenue   Phoenix, Arizona 85007-3213

Janet Napolitano
Governor

Victor M. Mendez
Director

John A. Bogert
Chief of Staff

COMPUTER ACCESS REQUEST

Joe Throckmorton
Chief Information Officer

Please type, illegible forms will be returned.

User Information:
New User   HEAT #: _____

Full Legal Name: _____ EIN _____ SSN (last four): _____

Office Address: _____ City: _____ State: _____ Zip: _____

Division: _____ ORG: _____ Mail Drop: _____ Phone (_____) _____

Clerical Pool   Consultant/Contractor*   Service Account

Summer Intern*   Third Party   Volunteer*

*Assignment Duration   _____

Company Name (required for Third Party & Consultants): _____

USER ID CHANGES:
Current RACF ID: _____   Electronic Data Retention (Deleted Employees Only):

Transfer   Save Email   Save Local Drive

Termination Date (required): _____   Save U Drive   None

SELECT REQUESTED ACCESS: (select add, change, or delete from drop down menus)

Advantage	HEAT
BTS Printing	Group _____
Control D/ARD	Internet
Same as RACF ID: _____ (Required)	MVD Restricted Internet Yes No
E-Mail *	PeCos
MVD Restricted E-Mail Yes No	Planview
Encroachment Permits	Remote Access
FAST	Title & Reg and Driver's License
	MVD Role: _____
	(Required)

List specific access needed where applicable:

Manager Name: _____   Phone: _____   Date: _____

Manager Signature: _____   RACF ID: _____

Submit Computer Access request as follows:
1. Contact the ADOT Support Desk at 602-712-7249
2. Notify Support Desk of specific access(es) requested
3. Fax all required documents to 602-712-3368

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COMPUTER ACCESS AGREEMENT

If issued, the USERID/PASSWORD is your means of access to the ARIZONA DEPARTMENT OF TRANSPORTATION electronic information systems. It is to be used solely in conjunction with the performance of your authorized job functions. You must take all necessary steps to prevent anyone from using it. The use of your USER ID/PASSWORD by anyone other than yourself is prohibited and any such unauthorized use must be reported to your supervisor immediately. The user ID/PASSWORD for access to a Local Area Network (LAN) via a Microcomputer is subject to the same rules and restrictions as the Mainframe. The LAN User ID will be the same for each user as the Mainframe User ID.

PASSWORD RULES:
You must change your password at least every 31 days. It is prohibited to circumvent the system in order to maintain the same password.

All computer hardware, programs and data are the sole property of the ARIZONA DEPARTMENT OF TRANSPORTATION. And any use of ADOT equipment, software or data for other than Department related business is expressly prohibited. This includes the use of microcomputer equipment, software and data, whether stand-alone or attached to a network.

There shall be no *unauthorized duplication or distribution* of copyrighted software on Department micro-computer equipment. This includes the duplication or distribution of software licensed to the Department for private use or for sale to third parties. Persons who perform such unauthorized duplication or distribution shall be subject to civil and criminal penalties under both State and Federal statutes.

Any violation of this agreement is subject to disciplinary action, including cancellation of RACF access, prosecution and dismissal. Corrective action will be taken pursuant to DOA Rule 2-5-501, Arizona Revised Statutes 28-210, 38-421, 13-2408, 13-2316, 41-770 and the Computer Security Act of 1987 (Public Law 100-235).

I have read the above agreement.
I understand it and agree to comply with its terms and conditions.

RACF ID

Employee Signature

_____/_____/_____

Employee Name   **(Please Print)**   **Date**

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